

PART I - THE SCHEDULE

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1. SCOPE

- C.1.1. The purpose of this contract is to provide conference/meeting, travel, and other logistical support for the Bureau of Primary Health Care (BPHC), National Health Service Corps (NHSC) activities, which will include coordination with other Federal agencies, State and local organizations, and private businesses.
- C.1.2. These conferences and meetings are the primary tools for the recruitment and retention of health care professionals, and community development. They are designed to make the appropriate connection between shortage in area communities, Federal programs; National, State and local programs; clinical practice sites; and health professionals. Interaction between these entities will serve to disseminate information regarding the NHSC and provide an interactive forum for communication.
- C.1.3. This contract will also provide travel support for eligible NHSC scholarship program recipients (SCH - hereafter known as scholarship program recipients) and loan repayment program (LRP) recipients, who are non-federal NHSC supported health care professionals and generally employed by private, not-for-profit organizations. The contractual services shall be provided in accordance with the provisions of the Federal Travel Regulations (FTR) and NHSC policies, such as the NHSC Pre-Employment Site Visit and Relocation Guides for non-Federal Personnel.
- C.1.4. This contract will also involve the use of the Internet and computer database development, collection and data migration to the NHSC database (currently BHCDANET and PRIMECARE in the future) in order to simplify request processing and tracking of NHSC logistics activities by individual(s).

C.2. BACKGROUND

- C.2.1. The mission of the National Health Service Corps (NHSC) is to ensure access to primary and preventive health care service by underserved communities and vulnerable populations through the recruitment and retention of primary health care professionals in federally designated primary care, dental and mental health professional shortage areas (HPSAs). NHSC clinicians fill a critical void in the nation's health care system by providing high quality, culturally competent, and community responsive, primary and preventive health

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care services to vulnerable populations, frontier, rural and urban underserved areas, and in communities where others choose not to go. The disciplines currently involved in the program are: Allopathic and Osteopathic Primary Care Physicians in Family Medicine; General Internal Medicine; General Pediatrics and Obstetrics/Gynecology; Dentists and Dental Hygienists; Clinical Psychologists, Clinical Social Workers, Psychiatric Nurse Specialists, Marriage and Family Therapists; Family/Primary Care Nurse Practitioners, Primary Care Physician Assistants, and Certified Nurse-Midwives.

C.2.2. The National Health Service Corps is divided into three primary areas of interest: 1) Community Support; 2) Outreach and Recruitment; and 3) Provider Support. The Community Support Branch (CSB) focuses on underserved communities, sites, health care delivery systems, and practice settings. They work with communities and sites identifying community service needs and resources, developing/improving practice settings in organizations and structures, and supporting recruitment, retention and improved effectiveness of the NHSC clinicians. The Outreach and Recruitment Branch (ORB) works with a broad group, including communities, health professional students, providers, and NHSC alumni. The Provider Support Branch (PSB) initiates contact with and supports scholars entering the site selection phase and provides ongoing support to all clinicians who are affiliated with the NHSC throughout their periods of obligation.

C.2.3. The National Health Service Corps (NHSC) is a Division of the Bureau of Primary Health Care (BPHC) within the Health Resources Services Administration (HRSA) of the Department of Health and Human Services (DHHS). Organizational charts are available upon request. To find more information about each of these organizations, you can go to their Internet Home pages at the following addresses:

DHHS	http://www.dhhs.gov/
HRSA	http://www.hrsa.gov/
BPHC	http://www.bphc.hrsa.gov/
NHSC	http://www.bphc.hrsa.dhhs.gov/nhsc/
NHSC AIR	http://www.bphc.hrsa.dhhs.gov/nhsc/Main/new_home.htm

C.3. REQUIREMENTS

The Contractor shall be responsible for implementing a logistics program in support of the

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NHSC. Some requirements may crossover program Branch responsibilities and impact on more than one aspect of the NHSC program. **All materials must be approved by the Project Officer prior to implementation or distribution.**

C.3.1. References

1. *Federal Travel Regulation (FTR)* can be found on GSA's Travel Management Policy Home page: <http://policyworks.gov/org/main/mt/homepage/mtt/mtthp.htm>
2. *NHSC AIR Home page*: http://www.bphc.hrs.dhhs.gov/nhsc/main/new_home.htm
3. *NHSC Pre-Employment Site Visit Guide* - Available in the Contracting Office for review
4. *NHSC Relocation Guide* - Available in the Contracting Office for review
5. *NHSC Resources Manual* - Available in the Contracting Office for review

C.3.2. Contractor Relationship/Interaction

The Contractor, under the guidance of the Project Officer (PO), may be required to interact, coordinate and/or work with other NHSC Contractors, grantees and cooperative agreement groups to develop materials for conferences, meetings, or workshops.

C.3.3. Forms Development

The Contractor shall develop and submit written forms for use during the contract. The forms shall be submitted to the Project Officer within 10 workdays of the post award conference and shall be approved prior to implementation or use. The Project Officer will review the forms and return approval or any corrections within five workdays of receiving the proposed forms. Current copies of Forms currently being used are in the Contracting Office for review.

(1) Conference/Meeting/Workshop Worksheet

After initial input from the Post Award Conference meeting (C.6.), the Contractor shall develop a conference cost estimating worksheet. The purpose of this worksheet is to provide the Project Officer an estimate of all costs associated with each requested

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conference/meeting/workshop. The cost estimate must be approved, by the Project Officer, prior to the Contractor beginning work on each requested conference/meeting.

(2) Travel Reimbursement Request Forms

The Contractor shall develop a travel reimbursement form for travelers supported by the contract. The purpose of this form is to provide a method for reimbursement of travelers in accordance with FTR and NHSC travel policies. The forms must be approved by the Project Officer.

(3) Itemized Reimbursement Form

The Contractor shall develop and complete an itemized reimbursement form for each traveler and submit copies to the Project Officer with the Contractor invoice, for reimbursement.

(4) Site Visit Report Form

The Contractor shall develop, distribute, collect, forward, and track site visit report forms for each traveler participating in site visits, and submit a copy to the Project Officer with the Contractor invoice, for reimbursement. The purpose of the site visit report form is to track individuals' placement activities, to analyze the effectiveness of the site visit program and to ascertain its impact on the program. The Contractor is responsible for data entry into the BPHC Data System (BHCDANET/Prime Care), as related to this information.

(5) Relocation Worksheet

The Contractor will utilize a worksheet based on the General Services Administration relocation format or as developed by either the Contractor or as provided by the Project Officer. Data collected shall be entered into BHCDANET/Prime Care by the Contractor.

(6) Conference/Meeting/Workshop Evaluation Form

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The Contractor shall develop and design evaluation forms for conferences, meetings, and workshops. These forms will be coordinated with the requester to ensure all necessary information is captured to fully assess the effectiveness of the session(s)/conference/meeting/workshop. The Contractor will submit the form(s) for approval by the Project Officer, prior to use.

C.3.4. Travel

1. The Contractor shall provide all necessary training and supervision of Contractor's employees to insure conformance with Federal Travel Regulations (FTR), NHSC Travel Policies, and provisions of this contract.
2. The Contractor shall provide capability to operate in a paperless process system. The Contractor will maintain a continuously available interface both telephonic and electronic, to the NHSC for the purpose of travel. The Contractor will be required to be able to receive requests via the Internet based electronic site visit system and relocation system (which are currently under development). They will reside on the NHSC AIR/NHSC Website which is written utilizing ColdFusion software.
3. The Contractor shall initiate and maintain direct contact with the travelers to advise them of Government travel regulations pertaining to the costs for which the traveler is entitled to be reimbursed, obtain information as may be necessary for the Contractor to schedule travel with common carriers, make lodging and rental car reservations, provide tickets to travelers, and obtain information from travelers after travel is completed so that requests for reimbursement may be prepared and processed promptly.
4. Costs for common carrier transportation, mileage, lodging, per diem, rental cars, tolls, parking, and other related expenses for NHSC supported travel to and from approved conferences and meeting, pre-employment site visits, and relocation for all non-Federal personnel shall be borne by the Contractor and reimbursed in accordance with FTR, NHSC Travel Policies and provisions of this contract.
5. All travel related arrangements and costs for Federal personnel shall be borne by the

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Government. Hotel arrangements shall be handled by the Contractor, as a part of the conference, meeting or workshop registration process.

6. The Contractor shall arrange travel and hotel accommodations for SCH/LRPs, State LRPs, speakers, panel members, and other non-Federal personnel as identified by the Project Officer for conferences, meetings, pre-employment site visits and change of station.
7. In the event a traveler (SCH/LRP, State LRP, speakers, panel members or other non-Federal personnel) would prefer to make their own arrangements for travel and/or hotel accommodations, the Contractor shall be responsible to track and maintain all other support for the authorized traveler. The Contractor may reimburse travel to those individuals only up to the amount the travel would have cost had the Contractor made all such arrangements, given at least two weeks notice of such travel. Additionally, the Contractor shall be required to notify the traveler of the limitations of this arrangement.
8. The Contractor shall use the lowest fares and rates available, and wherever possible, plan in advance to take advantage of special rates. First class travel by common carrier will not be authorized, unless it is to the benefit of the Government and authorized, in writing, explicitly by the Contracting Officer. The Contractor will arrange with the designated travel agency and hotel for method of payment of plane tickets and lodging respectively.
9. The Health Resources and Services Administration (HRSA) field offices are responsible for initiating travel requests for pre-employment site visits and relocation. All other travel requests will be directed by the Project Officer.
10. The Contractor shall maintain direct contact with each of the HRSA field offices or designee to clarify or request approval to alter travel plan requests when problems arise that prevent scheduling of travel or making reservations for lodging on the dates travel was requested. NOTE: Normal day-to-day instruction, clarification, and direction shall be obtained from the Project Officer.

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11. Upon receipt of costs incurred by traveler, vendor, or party eligible for reimbursement, the Contractor shall review expenditures claimed for conformance to FTR, NHSC Travel Policies, and any applicable specifications in this contract and reimburse traveler, vendor or party eligible for reimbursement for allowable costs within fifteen (15) work days from receipt of complete invoice or data from traveler, vendor, or party eligible for reimbursement.
12. The Contractor shall follow up by telephone with travelers who have not submitted reimbursement forms within thirty (30) calendar days after completion of travel. Follow up in writing sixty (60) calendar days if the data has still not been received. Advise Project Officer of travelers whose data or reimbursement forms are 30 and 60 days past due from the date travel is completed and provide information regarding follow-up (i.e. individual's name, individual who followed-up, the date of the call and results, copy of written notifications).
13. The Contractor is not authorized to incur costs for charges such as guaranteed reservations, deposits and the like unless explicitly authorized by the Project Officer.
14. When problems/difficulties occur which cannot be resolved with the field office, the Contractor shall notify the Project Officer in writing within twenty-four (24) hours. The written notification shall contain all of the problems/issues and a statement of the events as they occurred chronologically. The Project Officer will make a decision in the matter within forty-eight (48) hours of receipt of the written notification from the Contractor.

C.3.5. Pre-Employment Site Visits

1. The Contractor shall provide logistical support for the performance of pre-employment site visits by SCH/LRPs to authorized NHSC health care facilities for the purpose of locating employment in a clinical practice at which to fulfill their NHSC service commitment. [*Note to Offeror: For estimating purposes assume*

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approximately 350 SCH/LRPs will require site visit travel per year (peak times: April - September). A copy of the NHSC Pre-Employment Site Visit Guide and NHSC Travel Request Worksheet are available to be viewed in the Contracting Office. The duration of each trip will vary, but the pre-employment site visits will usually be for two days on site exclusive of travel. NHSC policy currently limits each individual to a maximum allotment of \$1,100 total for all pre-employment site visits.]

2. Within twenty-four (24) hours of receipt of the NHSC Travel Request Worksheet from the Project Officer, the Contractor shall contact the traveler by telephone to: 1) provide counseling to include a discussion of the Federal Travel Regulations (FTR) and NHSC Travel Policies, 2) determine preferred departure and arrival times, 3) whether traveler wishes Contractor to make transportation, lodging, or other reservations, and 4) any other issues that may have bearing on the travel arrangements, such as traveler's desire to travel by privately owned vehicle (POV).
3. The Contractor shall forward the following documents to the traveler within four work days of approved request for travel, unless otherwise directed by the Project Officer:
 - a. tickets for travel by common carrier unless performed electronically,
 - b. confirmation of lodging and rental car reservations (when approved),
 - c. itinerary, and
 - d. written description of allowable reimbursable travel expenses and instructions for reimbursement to include listing of all receipts required and any required forms. This may be the applicable Guide.
 - e. blank site visit report form
4. Contact SCH who have not made site visit travel plans within NHSC specified time periods and advise Project Officer of potential problems.

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5. Develop a format which will reflect the placement activities of all eligible SCH and identify those whom Contractor was unable to contact and problems encountered. The format shall be submitted for Project Officer approval prior to utilization.
6. The Contractor shall maintain a computerized data information system for site visit travel and insure, at a minimum, that travel does not exceed allowable dollar amounts authorized by the FTR and NHSC. Travel services will not be provided to individuals (or family members when applicable) who exceeded the NHSC established allowances without approval of the Project Officer. The information collected and maintained in this data system shall be approved by the Project Officer prior to data collection.
7. The Contractor shall receive a site visit report from the traveler prior to processing any vouchers for the travel.
8. The Contractor shall provide the Project Officer a copy of all site visit reports prior to being reimbursed on any invoices for such expenses. The reports may accompany the monthly invoice with the claimed expenses.

C.3.6. Relocation

1. The Contractor shall provide logistical support for the transportation of household goods and travel for SCH/LRPs who are entering on duty, transferring, or separating from the NHSC. All shipments of household goods and travel of SCH/LRPs shall be in accordance with the FTR and NHSC Travel and Relocation Policies. Selection of carrier(s) will require Project Officer approval. *[Note to Offeror: For estimating purposes approximately 250 relocations will be performed on a yearly basis. A copy of the current NHSC Relocation Guide and NHSC Travel Request Worksheet are available in the Contracting Office for review.]*
2. Within 24 hours of receipt of the NHSC Travel Request Worksheet from the Project Officer, the Contractor shall contact the traveler by telephone to provide counseling to include a discussion of the applicable FTR and NHSC Travel Policies. The Contractor shall assist the individual in determining preferred departure and arrival dates and times, type of relocation option (Government Managed Move, Self

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Financed Option, or Advanced Storage Option as specified in the NHSC Relocation Guide for Non-Federal Personnel). Determine whether the traveler wishes the Contractor to make transportation or lodging reservations, and any other issues that may have bearing on the travel arrangements, such as traveler's desire to travel by POV or additional self-insurance (acts of God insurance) they may want to purchase at their own expense.

3. The Contractor will contact an NHSC approved carrier to arrange for the relocation.
4. The Contractor will insure that the carrier has arranged the relocation in a timely manner.
5. The Contractor shall ensure the traveler has 24 hour toll-free access to either the Contractor or carrier during the period in which the household goods are being packed, in transit, and unloaded.
6. The Contractor shall forward the following documents to the traveler within four work days of receipt of an approved request for travel unless otherwise directed by the Project Officer:
 - a. tickets for travel by common carrier unless performed electronically,
 - b. confirmation of lodging and rental car reservations (when approved),
 - c. itinerary, and
 - d. written description of allowable reimbursable travel expenses and instructions for reimbursement to include listing of all receipts required.
7. The Contractor will maintain a data management system to track and monitor all relocations. Specific data elements require Project Officer approval.
8. The Contractor shall maintain a computerized data information system for relocations and insure, at a minimum, that all expenses do not exceed allowable dollar amounts authorized by the FTR and NHSC. The information collected and maintained in this data system shall be approved by the Project Officer prior to data collection.

C.3.7. Conferences, Workshops and Meetings

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The NHSC sponsors a variety of conferences, workshops and meetings throughout the United States, in support of the program mission. The Contractor shall provide all logistical activities in support of these conferences, workshops and meetings, such as:

- a. After receiving the approved request from the Project Officer to provide logistics for a conference, workshop or meeting, the Contractor shall prepare a projected budget for the activity. The budget must take into consideration all expenses necessary for the requested activity. The budget must be approved by the Project Officer prior to the Contractor making any commitments with vendors on behalf of the government. The Contractor shall obtain Project Officer approval prior to incurring expenses that exceed the budget for the activity.
- b. Identify event site and arrange and coordinate with that facility for hotel rooms, meals, registration, meeting rooms, equipment, local transportation, and other support necessary for the execution of these events. Hotel rooms and meals must be within the allowable Government per diem rates for the location of the meeting, unless otherwise authorized by Project Officer.
- c. Obtain the name and addresses of invitees from the Project Officer, other appropriate Federal program staff, or State and local partners as specified by the Project Officer.
- d. Coordinate with the Project Officer and programmatic staff, as appropriate, in developing agendas. Reproduce agendas. All information regarding agenda content shall be supplied to the Project Officer approximately 90 days prior to each event, unless otherwise agreed to by both the Project Officer and the Contractor.
- e. Secure the services of identified speakers based on approved agenda, and as approved by the Project Officer.
- f. Develop and mail invitation letters and logistics letters to eligible invitees as provided by the Project Officer or appropriate programmatic official 90 days prior to the event,

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and advise them of purpose, location, date, and agenda topics and methods for securing travel and accommodations.

- g. At least 45 days prior to the event, follow-up with those invitees who did not respond, to ascertain actual plans for attendance and travel arrangements.
- h. Maintain electronic capabilities to communicate via e-mail and Internet with conference invitees, attendees, Federal staff and State and local partners. Capabilities to include on-line electronic registration.
- i. Arrange travel and hotel accommodations for attendees, speakers, panel members, other non-Federal personnel, and Federal personnel, as identified by Project Officer.
- j. Compile rooming lists, organize registration, distribute agendas and information packets, provide name tags, prepare and place signs, arrange for audiovisual equipment, coffee breaks, meals, and group reception, and perform other functions as necessary to facilitate activities, on-site, at each event.
- k. Compile lists of registrants and speakers/facilitators with address, phone and email, for each event. Prepare event packets of materials such as hotel or city information, agenda, list of registrants and speakers/facilitators, and related information.
- l. Prepare and distribute badges and provide monitoring system for attendance at sessions both entrance and exit to be used to determine individual and overall group attendance at specific sessions.
- m. As requested by Project Officer, provide skilled staff at each event to register attendees and provide other administrative support functions.
- n. Transportation costs, subsistence, and honorarium for speakers and/or facilitators approved by the Project Officer will be processed by the Contractor. Speakers may be identified by the Project Officer or designated representative.
- o. Duplicate and distribute evaluation form(s) to attendees. Collect forms, tabulate results, and submit a written report of results. The forms should address the technical

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content as well as the related logistics.

- p. Prepare a summary report of each event to include a list of attendees, sample event packet, problems encountered and resolutions, and cost to date. The report shall be submitted to the Project Officer within 30 days of the completion of the event.
- q. Develop, prepare and distribute a written newsletter or other documents generated as a result of the activities, as requested.
- r. The Contractor shall maintain a computerized data information system for conferences, meetings, workgroups and insure, at a minimum, that all pertinent data are collected, such as name of participant, SSN, purpose/title of the conference, meeting or workgroup. The information collected and maintained in this data system shall be approved by the Project Officer prior to data collection.

[Note to Offeror: For estimating purposes, assume the following conferences/workshops/meetings will be conducted:]

a. Community Workshops

To provide an overview of the NHSC mission, goals and objectives, and the expectations for communities which have an interest in or have been approved to employ NHSC supported health care professionals. *[Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for two (2) days with approximately 350 representatives from clinical practices or communities attending.]*

b. New Scholar Workshops

To provide an overview of the NHSC mission, goals and objectives, as well as,

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reinforce the expectations to newly awarded NHSC Scholarship recipients. [*Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for two (2) days with approximately 350 people attending.*]

c. Pre-Employment Workshops

To assist SCH, and representatives from clinical practices and communities. SCH, who are in the current placement cycle and eligible for employment, will receive instruction in career planning, job search skills, resume preparation, professional and personal employment needs assessment, job interviewing, and contract negotiation. SCH will have an opportunity for practical application of skills learned. Clinical practice and community representatives will receive instruction in staffing needs assessments, practice management, recruitment skills, and retention planning. Clinical practice and communities representatives will have an opportunity to interview prospective employees. [*Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for two (2) days with approximately 350 SCH and 350 representatives from NHSC approved clinical practice sites and communities.*]

d. Loan Repayment Workshops

To provide an overview of the NHSC mission, goals and objectives, as well as, reinforce the expectations to newly awarded NHSC Loan Repayment Program participants, representatives from employing clinical practices, and representatives from clinical practices with an interest in employing LRPs. [*Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for two (2) days with approximately 350 LRPs and 350 clinical practice representatives attending.*]

e. NHSC Annual Conferences

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To provide a national forum for reviewing the activities and accomplishments of the NHSC program, and facilitating dialogues for the purpose of developing recommendations for future directions of the NHSC. [*Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for one (1) day with approximately 1,000 people attending.*]

f. Federal Field Staff Workshops

To provide information and foster dialogue among the Federal Field Staff, NHSC central and field office staff, and Division of Commissioned Personnel. Specifically the workshops will emphasize career development; planning and mobility; provide for updating of benefits and allowances; update personnel files; and provide training in leadership, electronic charting, specific reporting requirements, and establishing community partners. [*Note to Offeror: For estimating purposes, assume one (1) conference per year conducted for three (3) days with approximately 80 Federal personnel attending.*].

g. National Advisory Council Meetings

The National Advisory Council (NAC) is a legislatively mandated body which consults with, advises, and makes recommendations to the Secretary and Administrator, Health Resources and Services Administration (HRSA) through the Director, NHSC and Director, Division of Scholarships and Loan Repayment, as to the goals and objectives of the respective programs. Dates and approximate locations of these meetings will be supplied to the Contractor by the Project Officer.

[*Note to Offeror: For estimating purposes approximately three (3) meetings per year will be held with each meeting being approximately four (4) days in length. Approximately fifteen (15) NAC members, two (2) consultants, and six (6) Federal employees will attend each meeting.*].

h. NHSC Uniform Data System (UDS) Training Workshops

To provide representatives from clinical practices employing NHSC supported health care professionals with training in data collection and reporting for the NHSC UDS

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and in the future the BPHC UDS. The dates and locations will be determined by the Project Officer. Generally the training sessions will be conducted from November to February of the following year. [*Note to Offeror: For estimating purposes approximately twenty (20) training sessions per year, one (1) day each, will be held with an estimated annual attendance of 450 people*].

i. Management Development/In Service Training Workshops

To provide Federal staff, and State and local partners with opportunities to enhance organizational, managerial, and operational skill levels. The dates and location of the workshops will be scheduled with approval by the Project Officer after consultation with appropriate program personnel. [*Note to Offeror: For estimating purposes approximately ten (10) workshops will be held one (1) day in length with an estimated annual attendance of 300 people*].

j. Community Site Development

To assist representatives of communities and clinical practice sites in achieving 100% access and 0 disparities by providing information on strategies for expanding and improving health care delivery including development of dental and mental health sites; recruitment and retention strategies; models for utilization of mid-level practitioners; models utilizing telemedicine, video conferencing, and distance learning systems; and meetings for partnerships, coalition building, social reconnaissance, and clinical networks. [*Note to Offeror: For estimating purposes approximately twenty (20) conferences, two (2) days in length, will be held per year around the country with an estimated total annual attendance of 600 people. Offeror will also process approximately ten (10) invoices averaging \$10,000 each per year for payment as provided by the Project Officer*].

k. Training Program Visitations

To provide assistance to HRSA field office staff and State partners for conducting or facilitating attendance at educational programs for prospective and enrolled SCH/LRPs. The visitations will be held in those cities wherein the health manpower organizations and training programs are located or activities being conducted. The

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dates and locations of the visits will be scheduled with approval by the Project Officer after consultation with the requester of these visits. [*Note to Offeror: For estimating purposes approximately twenty (20) visitations of one (1) day each, per year will be conducted with an estimated attendance of 132 on average (ranges from 20 to 300 individuals per visitation. There will be no travel or per diem involved in these meetings).*]

l. Regional Program Consultant Conferences

To provide a forum for NHSC Regional Program Consultants, and NHSC and DSLR staff to identify issues of concern and develop resolutions to those issues. [*Note to Offeror: For estimating purposes approximately two (2) conferences, three (3) days in length, will be held per year with an estimated attendance of twenty five (25) Federal personnel per event.*]

m. Annual State Loan Repayment Conference

Conducted by the DSLR to provide essential information to LRPs. [*Note to Offeror: For estimating purposes approximately one (1) conference, of two (2) days in length, will be held per year with an estimated attendance of 60 LRPs and ten (10) Federal personnel attending.*]

n. Community Partnership Conference - Pilot

To identify a strategy for achieving 100% access and 0 disparities through creative and collaborative methods by piloting a conference attended by representatives from the Federal; State; professional, charitable, religious organizations; elected officials; and community sectors. Specifically the conference is to identify new collaborative opportunities, identify barriers to access, identify and share resources to decrease duplication of services and control costs, better identify the communities of highest need, and encourage communities to have a more active role in accomplishing 100% access and 0 disparities.

[*Note to Offeror: For estimating purposes, approximately one (1) conference of two (2) days in length, will be held with an estimated attendance of 1,000 attendees.*]

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[Note to Offeror: For estimating purposes assume travel arrangements for the following types of travel and the number of persons estimated below. Although peak periods are identified, the Contractor must be prepared to provide all services specified in this contract on a year round basis. While these travel requests represent the best estimates of travel for the first year of the contract, the actual amounts of travel may vary.]

<u>Activity</u>	<u>Annual No of Events</u>	<u>No of Attendees per Event</u>	<u>Peak Times</u>
<i>Pre-Employment Site Visits</i>		<i>350</i>	<i>Apr-Sep</i>
<i>Relocations</i>		<i>250</i>	<i>Jun-Aug</i>
<i>Community Workshop</i>	<i>1</i>	<i>350</i>	<i>Jan</i>
<i>New Scholar Workshop</i>	<i>1</i>	<i>350</i>	<i>Jan</i>
<i>Pre-Employment Workshop</i>	<i>1</i>	<i>700</i>	<i>Apr</i>
<i>Loan Repayment Workshop</i>	<i>1</i>	<i>700</i>	<i>May</i>
<i>NHSC Annual Conferences</i>	<i>1</i>	<i>1,000</i>	<i>Nov</i>
<i>Federal Field Staff Workshop</i>	<i>1</i>	<i>80</i>	<i>Dec</i>
<i>National Advisory Council</i>	<i>3</i>	<i>60</i>	<i>Jan, Jun, Sept</i>
<i>NHSC-UDS Training</i>	<i>20</i>	<i>450</i>	<i>Nov-Feb</i>
<i>Management Development/ In Service Training</i>	<i>10</i>	<i>300</i>	<i>All Year</i>
<i>Community Development/Site Representatives</i>	<i>20</i>	<i>600</i>	<i>All Year</i>
<i>Training Program Visits</i>	<i>20</i>	<i>132</i>	<i>All Year</i>
<i>Regional Program Consultants</i>	<i>3</i>	<i>60</i>	<i>Jan, Apr, Oct</i>
<i>Annual State Loan Repayment</i>	<i>1</i>	<i>60</i>	<i>Apr</i>
<i>Pilot-Community Conference</i>	<i>1</i>	<i>1,000</i>	<i>TBD</i>

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C.4. SCHOLARSHIP RECIPIENTS/LOAN REPAYMENT PROGRAM PARTICIPANTS MONITORING AND SUPPORT

1. The Contractor shall provide administrative support by monitoring eligible SCH' activity during the placement cycles. *[Note to Offeror: For estimating purposes assume approximately 350 SCH will be available for placement per year who are to be contacted. Approximately 100 hard copy NHSC Resource Manuals and approximately 700 copies of the Manual on CD will be mailed each year. All copies are to be printed by the Government Printing Office (GPO), and all mailings are the responsibilities of the Contractor. A copy of the NHSC Resources Manual is available for review in the Contracting Office.]* Such support shall include but not be limited to the following:
 - a. The NHSC will provide a listing of SCH eligible for placement. The Contractor is to contact each SPR to ensure accuracy of mailing addresses and phone numbers, and advise the Project Officer of any discrepancies. Additionally, as SCH participate in conferences, workshops, meetings or travel ensure accuracy of mailing addresses and phone numbers and advise the Project Office of any discrepancies.
 - b. Contact SCH to ensure receipt of NHSC Placement Package and advise Project Officer of those SCH who have not received information.
 - c. Assemble and distribute NHSC Resources Manuals to each SCH/LRPs. *[For estimating purposes assume the hard copy version of the Manual contains approximately 13 indices with multiple items in each index with a total of 105 pages of materials.]*
 - d. Periodic contact (at least twice yearly) with the SCH, to determine such items as: whether they have participated in any training experiences and then update the database with the information.

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C.5. DATA BASE/DATA COLLECTION

1. The Contractor shall develop, interface and maintain a database of information related to activities in this contract compliant with the Bureau database system, currently BHCDANET, in accordance with OMB Circular A-130, which can be access at <http://www.whitehouse.gov/textonly/OMB/circulars/>. The Contractor shall ensure all security requirements are met and appropriate controls are in place.
2. The Contractor shall develop recommendations for possible improvements in the computerized database and/or its applications. Emphasis will be on the interface with the Bureau database system. A minimum of two areas of system improvement shall be addressed: increased responsiveness to the needs of the program and enhancing the value of information for purposes of program assessments.
3. At a minimum the database will provide for the following:
 - a. The Contractor shall assist the NHSC and DSLR in maintaining the current mailing address and phone numbers, as they communicate with SCH/LRPs for workshops, conferences, site visits, relocations, and other activities.
 - b. The Contractor shall ensure compatibility between the Contractor database system/software and BHCDANET and/or PRIMECARE for the purposes of importing information from one database to another. It will be the responsibility of the Contractor to ensure that any files prepared for exporting to BHCDANET and/or PRIMECARE require no additional efforts on the part of the Government to accomplish the uploading of the file from one site to the other. BHCDANET is written in Model 204 and resides at NIH as the host on their North System. PRIMECARE (currently being developed) is on Sequel Server (SQL) 7.0 in Visual Basic (VB) 6 and will also reside at NIH as the host.
 - c. The Contractor shall upload identified data to BHCDANET/PRIMECARE at least weekly, or more often as necessary.

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- d. The Contractor shall develop and utilize a series of worksheets and questionnaires for activities under the contract which shall be included in the Contractor database. The information collected from all Contractor supported activities shall allow for analysis of the efficacy of the activities related to the overall program mission and goals.
- e. As necessary, the NHSC will provide the Contractor with the appropriate BHCDANET/Prime Care input screens which will be utilized by the Contractor.
- f. An example of some of the data elements that will be collected and utilized for reports and uploaded to the BHCDANET/PRIMECARE systems:
 - 1. SCH/LRP's Name, and SSN
 - 2. Discipline, and Specialty
 - 3. Current mailing address/phone
 - 4. Ethnicity, and Gender
 - 5. Educational Institution
 - 6. Graduate Training Program
 - 7. Period of Obligation
 - 8. Name/city/state/date of match site
 - 9. Service Obligation Start Date
 - 10. Service Obligation End Date
 - 11. Length of Time at the Site
 - 12. Name/city/state/date of each site visited
 - 13. Cost of NHSC supported site visits
 - 14. Site Visit Questionnaire
 - 15. Change of Station Worksheet
 - 16. City/state of travel origin
 - 17. City/state of travel destination
 - 18. Number of immediate family members
 - 19. Weight of shipment
 - 20. Distance shipped

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21. Cost of shipment
22. Distance traveled
23. Cost of travel
24. Total cost of relocation
25. Attendance at Conferences/Meetings/Workshops

g. Standard and ad hoc report capability will be developed based on the needs of the NHSC and DSLR. An example of some of the reports or types of data elements that will be uploaded to the BHCDANET/PRIMECARE systems are:

1. List of individual sites visited/name of visitors/name of matching providers,
2. List of individual providers/site visits made/name of match site,
3. List of individual providers/school/training program/match site/family size.

C.6. POST AWARD CONFERENCE

1. The Contractor shall meet with the Project Officer and other appropriate staff in the NHSC office in Bethesda, Maryland, within five (5) working days following the effective date of the contract for a post award technical orientation. The purpose of the meeting will be to discuss objectives, goals, priorities and specific issues related to the technical proposal, such as the Contractor's work plan.
2. The Contractor will prepare written minutes of the meeting and submit them to the Project Officer to ensure a mutual understanding of the issues.

C.7. PROBLEM RESOLUTION

The Contractor shall notify the Project Officer in writing of any difficulties which cannot be favorably resolved at the field office level. The Project Officer will resolve all difficulties in accordance with the contract. The Project Officer will provide to the Contracting Officer a copy of all relevant correspondence and a copy of the Contractor's response(s), if applicable.

C.8. PROJECT APPROVALS

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The Contractor shall not proceed with any projects and/or activities without prior written approval from the Project Officer. Any activities undertaken without the prior approval may result in non-payment for the activities.

C.9. CONFERENCE/MEETING/WORKSHOP FACILITIES

Due to the nature of the industry, the Contractor may be requested to begin preparations and contract for conference/meeting/workshop facilities on behalf of the NHSC that will not be used until a later date, if the use is to occur after the contract period, the contract for the facilities is to be transferable to the NHSC or its representative. Additionally, the Contractor may be requested to pick-up preparation and/or conference/meeting/workshop facilities that were contracted for by a previous representative of the NHSC.

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SECTION D - PACKAGING AND MARKING

D.1. MARKING

All reports and documentation required as deliverables in Section F.2., shall be marked as requested with Section F.3.1. of this contract.

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SECTION E - INSPECTION AND ACCEPTANCE

E.1. INSPECTION AND ACCEPTANCE

The Project Officer, as a duly authorized representative of the Contracting Officer, shall assume the responsibilities for monitoring the Contractor's performance, evaluating the quality of services provided by the Contractor and performing final inspection and acceptance of deliverables.

E.2. FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far/>

FAR 52.246-5 Inspection of Services–Cost-Reimbursement (APR 1984)

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SECTION F - DELIVERIES OR PERFORMANCE

F.1. PERIOD OF PERFORMANCE

The period of performance shall be for a base year of twelve (12) months, from the effective date of contract (EDOC) award with four (4) one (1) year option periods.

F.2. DELIVERABLES

The Contractor shall prepare and submit the following deliverables, on the required due date, in the quantity stated, to the Project Officer (PO). This individual will be identified upon contract award (see Section G.1.2.).

F.2.1. Schedule of Deliverables

SOW				
<u>Item</u>	<u>Reference</u>	<u>Description</u>	<u>Quantity</u>	<u>Delivery</u>
1	C.3.3(1)	Conference/Meeting/Workshop Worksheet	1	10 workdays after post award conference
2	C.3.3(2)	Travel Reimbursement Request Form	1	10 workdays after post award conference
3	C.3.3(3)	Itemized Reimbursement Form	1	10 workdays after post award conference
4	C.3.3(4)	Site Visit Report Form	1	10 workdays after post award conference
5	C.3.3(5)	Relocation Worksheet	1	10 workdays after post award conference
6	C.3.3(6)	Conference/Meeting/Workshop Evaluation Form	1	10 workdays after post award conference
7	F.2.1	Conference/Meeting/Workshop Report	6	60 days after completion of activity
8	F.2.2	Monthly Activity Report	2	10 th of each month
9	F.2.3	Annual Report	1	3 months after last day of contract period
10	F.2.4	Final Report	1	day contract completed

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F.3. REPORTS

F.3.1. Marking of Deliverables/Reports

All reports, processes, and product deliverables are subject to approval of the Project Officer. Any written materials submitted by the Contractor, including both text and graphics, shall be submitted both in hard copy and in electronic (machine readable) format (e.g., MS Word, WordPerfect, PowerPoint).

1. The Project Officer shall respond within five (5) working days after receipt of a deliverable for which the Project Officer approval is required before the Contractor can proceed to the next step in the use of that deliverable.
2. The Contractor shall deliver all items labeled per instructions, and in the quantity cited, and at the time indicated, or before the time indicated, in this Article. All deliverable items are to be separate physical entities.

3. The Contractor shall submit the above deliverables to:

Management Policy and Operations Branch
National Health Service Corps, BPHC/HRSA/HHS
4350 East West Highway, 8th Floor
Bethesda, MD 20814
Attention: Contract Number (To be inserted at contract award)

4. In addition to the number of copies to be submitted to the Project Officer, as required above, one copy of the final progress report and executive summary of accomplishments shall be mailed directly to:

Contract Operations Branch, DGPM/OMPS/HRSA/HHS
Parklawn Building, Room 13A-19
5600 Fishers Lane
Rockville, MD 20857
Attention: Contract Number (To be inserted at contract award)

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F.3.2. Conference/Meeting/Workshop Report

At the completion of each conference/meeting/workshop the Contractor shall prepare a written report. This report will be due to the Project Officer within 60 days after the completion of the activity. The report shall contain a list of all Contractor staff associated with the conference/ meeting/workshop and their roles.

1. Expenses

The Contractor shall list all expenses incurred with reference to the budget prepared prior to the approval of the conference/meeting/workshop. The expenses should be separated-out to clearly delineate travel costs, hotel costs, speaker fees, etc. For any expenses that are outstanding, identify the item, estimated costs, and reason why it is still outstanding. Upon the final billing and payment of expenses, this portion of the report shall be updated to reflect the complete information. In the event of outstanding expenses, the Contractor shall resubmit this portion when all outstanding expenses are paid/closed-out.

2. Activities

The Contractor shall list the individual sessions/events and particulars related to the individual activities, such as attendance at each session (as requested), copies of handouts, identification of speaker and/or panel members, minutes (as requested), etc.

3. Summary of Evaluation Forms

The Contractor shall collate and summarize responses to the evaluation forms for each session and overall for the conference/meeting/workshop. In addition to responses to multiple choice questions, the summary shall include any notes written on the evaluation forms.

4. Issues/Lessons Learned

The Contractor shall include issues/problems encountered, how they were resolved or proposed resolution and recommendations for future conferences/meetings/workshops.

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F.3.3. Monthly Activity Report

1. Travel - Cumulative log of travel activities. The report shall include, but not be limited to:

- A. Individualized Report

- a) Name of traveler *
 - b) Type of traveler (SCH, LRP, Federal, State, consultant, or private citizen)
 - c) Purpose of travel, such as Pre-Employment Site Visit, Relocation, etc
 - d) Total estimated costs
 - e) Total voucher cost/amount reimbursed for travel
 - f) Total amount remaining for site visit travel for the individual (See C.3.4)

- B. Summary of Travel by Region and Overall

- a) Total Number of requests for travel received this period
 - b) Total Number of requests for scheduling pending at end of this period
 - c) Total Number of trips initiated by type during this report period

* Travelers names are to be listed in alphabetical order with successive trips made by the same traveler in chronological order by departure date. (a, b, c & d)

- C. The report shall be submitted by the 10th day of the following month. Travelers' data will remain in each succeeding report until the end of the Government's fiscal year (September 30). At the beginning of each fiscal year (October 1) a report will be initiated to reflect travel which will occur in a new fiscal year.

2. General

A summary section which includes significant findings, major problems encountered, and recommendations for future conferences/meetings/workshops and suggested future locations with the basis for all recommendations. At a minimum, the report shall address the following items:

- A. Specific problems encountered during the report period in conducting logistic support services and how each was resolved or proposed solutions.
 - B. Staffing changes that have occurred during the reporting period or are projected to occur and

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plans for replacement and training of any new staff.

C. Peak work loads that have occurred during the reporting period and how they were met, as well as projected peak work loads that are expected to occur in the next month, and plans for accomplishing the work.

D. Status of any follow-up activities or issues carried over from previous reporting period(s).

F.3.4. Annual Report

The Contractor shall provide an annual report for the Contract period. An annual report is due for the preceding contract period only after all vouchers are completed for the preceding contract period or within three (3) months after the beginning of the new contract period, whichever occurs first. The report should, at a minimum, include the following sections:

1. Summary

The annual report shall include the total amount of funds expended by category, such as, conferences/workshops/meetings, relocation, site visit, staffing etc. The report shall contain itemized costs of conferences by type (Community Workshop, National Advisory Council, etc.), total attendees for each, total costs for each, etc. The report shall note those costs that have been approved, invoiced and paid and those costs that have been incurred but not invoiced/billed to the Government for each category.

2. Travel

The annual report shall contain an itemization of travel costs separated by already approved, invoiced and paid and those costs that have been incurred and/or reimbursed by the Contractor, but not invoiced to the Government, for each category of travel as outlined in the requirements for the Monthly Report.

3. Travel by Region

The Contractor shall provide a summary by Region and a national total of the number of travel requests received and processed, total dollar savings resulting from scheduling least costly travel.

4. Issues/Problems

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The Contractor shall provide a summary of major problems encountered specific to each Region, as well as, an in-depth discussion of any major problems encountered generally throughout all the Regions, resolution of the problems and a detailed discussion of any recommendations.

5. Findings and Conclusions

The Contractor shall provide a discussion of significant findings and conclusions regarding activities and overall management of the contract. Additionally, this section shall include recommendations for improvement in individual contract activities or overall activities that would be expected to improve contract performance or reduce costs to the Government. The Contractor shall provide an analysis of the recommendations to include the basis for the recommendation and the positive and negative attributes of each recommendation.

F.3.5. Final Report

1. The Contractor shall provide a final report for the entire contract life, including the base period and all option periods. The final report shall contain all of the elements of the annual report, and shall incorporate the entire contract life with all options. The final report is due on the last day of the contract or after all vouchers are submitted, paid by the Government and the contract is considered completed.
2. The Contractor shall include a statement which summarizes major problems encountered during the entire life of the contract and an in-depth discussion of recommendations for improving Government travel and logistic contracts.

F.4. FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this web address:<http://www.arnet.gov/far>

FAR 52.242-15 Stop Work Order (AUG 1989)

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SECTION G - CONTRACT ADMINISTRATION DATA

G.1. AUTHORITIES OF GOVERNMENT PERSONNEL

A. Notwithstanding the Contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the Government and the Contractor. The following individuals will be the Government's points of contact during the performance of this contract:

1. Contracting Officer

All administration shall be performed by: Frantz Y. Richard, Contract Specialist, HRSA, Contract Operations Branch, Parklawn Building, Room 13A-19, 5600 Fishers Lane, Rockville, Maryland 20857. All communications pertaining to contractual and/or administrative matters under the contract should be addressed to: James L. Quinn, Contracting Officer at the aforementioned address.

2. Project Officer

The Project Officer shall be designated by the Contracting Officer, at the time of contract award, to monitor all technical aspects of the contract. The type of actions within the purview of the Project Officer's authority are to assure that the Contractor performs the technical requirements of the contract and to notify both the Contractor and the Contracting Officer of any deficiencies observed. A letter of designation shall be issued to both the Project Officer and the Contractor at the time of contract award setting forth in full the responsibilities and limitations of the Project Officer.

G.2. TECHNICAL MONITORING

A. Performance of the work under this contract shall be subject to the technical monitoring of the Project Officer. The term "Technical Monitoring" is defined to include, the following:

1. Technical directions to the Contractor which redirect the contract effort, shift work emphasis between work areas or assignments, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish contractual scope of work.
2. Providing information to the Contractor for assistance in the interpretation of drawings,

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specifications or technical portions of the work description.

3. Review and, where required by the contract, approval of technical reports, processes, product deliverables, drawings, specifications and technical information to be delivered by the Contractor to the Government under the contract.

B. Technical direction must be within the general scope of the work as stated in Section C of the contract. The Project Officer does not have the authority to and may not issue any technical direction which: (i) constitutes an assignment of additional work outside the general scope of the contract; (ii) constitutes a change as defined in the contract clause entitled "Changes"; (iii) in any manner causes an increase in the total contract cost or the time required for contract performance; or (iv) changes any of the expressed terms, conditions, or specifications of the contract.

C. All technical directions shall be issued in writing by the Project Officer or shall be confirmed by him/her in writing within five (5) working days after issuance.

D. The Contractor shall proceed promptly with the performance of technical directions duly issued by the Project Officer in the manner prescribed within his authority under this provision.

E. If, in the opinion of the Contractor, any instruction or direction issued by the Project Officer is within one of the categories as defined in (i) through (iv) above, the Contractor shall not proceed, but shall notify the Contracting Officer in writing within five (5) working days after the receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving such notification from the Contractor, the Contracting Officer shall issue an appropriate contract modification or advise the Contractor in writing that, in his opinion, the technical direction is within the scope of this article and does not constitute a change under the Changes Clause of the contract. The Contractor shall thereupon proceed immediately with the direction given. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto shall be subject to the provisions of the contract clause entitled "Disputes".

G.3. EVALUATION OF CONTRACTOR'S PERFORMANCE

Interim and final evaluations of Contractor performance shall be conducted on this contract in accordance with the Office of Federal Procurement Policy (OFPP) Policy Letter 92-5 issued January 11, 1993, FAR Subpart 42.15 and HHSAR 342.7002(c)(2)(iv). Upon contract completion, a final evaluation of the Contractor's performance shall be completed by the

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Government, see Section J, Attachment A.

G.4. SUBMISSION OF INVOICES/VOUCHERS

The Contractor shall submit monthly invoices/vouchers in an original and two (2) copies to the following address:

Department of Health and Human Services
Health Resources Services Administration
Contract Operations Branch
Parklawn Building, Room 13A-19
5600 Fishers Lane
Rockville, Maryland 20857
Reference Contract Number: (To be inserted at contract award)

G.4.1. The Contractor agrees to follow the directions of the Billing Instructions, Section J, Attachment B, and to include the following information on its invoice/voucher:

- a. Contractor's name, invoice/voucher number and date;
- b. Contract number;
- c. Description, price and quantity of services/products delivered;
- d. Date of service;
- e. Payment terms;
- f. Tax identification number;
- g. Contractor's complete remittance address; and
- h. Signature of an authorized official certifying that the invoice is correct and proper for payment.
- i. Invoice/voucher to be submitted in a format in which total number of hours, funds used and remaining are shown.

G.4.2. Payment Shall be Made by:

PSC/Financial Management Service
Parklawn Building, Room 16A-12
5600 Fishers Lane, Rockville, MD 20857

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Telephone Number: 301-443-3016 and/or 301-443-8701

G.5. FINANCIAL REPORT OF INDIVIDUAL PROJECT/CONTRACT

A completed and executed copy of the "Financial Report of Individual Project/Contract" (see Section J, Attachment C) must be submitted, monthly, in accordance with the accompanying instructions.

G.6. KEY PERSONNEL

Key Personnel are considered essential to the work being performed under this contract. Prior to removing, replacing, or diverting the specified individual, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. No diversion shall be made by the Contractor without the written consent of the Contracting Officer provided that the Contracting Officer may ratify in writing changes made due to events beyond the control of the Contractor and such ratification shall constitute the consent of the Contracting Officer required by this clause. Examples of events beyond the control of the Contractor are (1) prolonged sickness, (2) termination of employment, and (3) death. Key personnel, with the consent of the Contracting Officer, may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

<u>Name</u>	<u>Title</u>
(To be Inserted at Contract Award)	Project Director
	Travel Specialist
	Relocation Specialist
	Conference/Meeting Planner
	Database Specialist
	Writer/Editor:

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G.7. ELECTRONIC FUNDS TRANSFER

Pursuant to FAR 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999), the Contractor shall designate a financial institution for receipt of electronic funds transfer payments. This designation shall be submitted in writing to the finance office set forth in Section G.4.2.

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SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1. RIGHTS TO DATA

The Contractor is prohibited from using and disseminating data produced or obtained under this contract, and any other information or products provided by the National Center for Health Workforce Information and Analysis, BPHC/HRSA/HHS, or which the Contractor develops, for any purpose without prior written approval from the Project Officer.

H.2. CLEARANCE/PRODUCTION OF INFORMATION PRODUCTS/SERVICES

A. The Department of Health and Human Services (HHS), Office of the Assistant Secretary for Public Affairs requires clearance for any external publication, audiovisual, exhibit, or public affairs service produced for or on behalf of Health Resources and Services Administration (HRSA) through this contract as a deliverable. An external publication is one of which 50 copies or more are to be distributed outside HHS. This clearance, which takes approximately 4 weeks, is obtained by the Project Officer through HRSA's Office of Communications.

B. It is the policy of HHS that HHS must be prominently and dominantly identified as the primary publisher/producer, to include use of the HHS logo, on all communication materials, including those produced by Contractors. This requirement may be satisfied by displaying the HHS' logo on the back cover of a publication. The HRSA's logo must be displayed in a position of prominence second only to HHS as the identifier on all communication materials produced on behalf of HRSA, whether by Agency staff, Contractors, or other entities. Communication materials are any and all documents and presentations intended for audiences outside the Agency, including but not limited to:

1. fact sheets, newsletters, brochures, flyers,
2. press releases, advisories, other media materials,
3. exhibits, posters,
4. summaries, monographs, proceedings,
5. slides, overhead transparencies, posters,
6. audio and videotapes, films,
7. Internet publications.

C. Internal Publications, where not more than 50 copies are to be distributed outside HHS, are exempted from this requirement. Where appropriate, the words Division of (insert appropriate Division), shall be included below the HRSA logo. Only the Agency Administrator may grant

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an exception to the policy.

D. Title 44 of the U.S. Code requires that the printing of any publication developed under this contract shall be done by the Government Printing Office. Printing shall be coordinated through the Project Officer.

H.3. PRINTING AND DUPLICATING

A. The printing of Government documents must be accomplished through the Government Printing Office or its field printing plants, unless otherwise approved by the Congressional Joint Committee on Printing (JCP). Contractors are not intended to be prime or substantial source of printing for government agencies. Contractors may prepare copy, illustrative material (forms, etc.) and/or camera ready copy for the purpose of producing publications.

B. Regarding the use of private funds for printing, the regulation states that when appropriated funds are used to create information for publication, the printing of the information cannot be made available to a private publisher for publication without prior approval of the JCP.

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1. FAR 52.217-09 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the period specified in Section F.1 of the Schedule; provided, that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

I.2. HHSAR 352.224-70 CONFIDENTIALITY OF INFORMATION (APR 1984)

(a) Confidential information, as used in this clause, includes (1) information or data of a personal nature about an individual, or (2) proprietary information or data submitted by or pertaining to an institution or organization.

(b) In addition to the types of confidential information described in (a)(1) and (2) above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary unvalidated findings could create erroneous conclusions which might threaten public health or safety if acted upon.

(c) The Contracting Officer and the Contractor may, by mutual consent, identify elsewhere in this contract specific information and/or categories of information which the Government will furnish to the Contractor or that the Contractor is expected to generate which is confidential.

Similarly, the Contracting Officer and the Contractor may, by mutual consent, identify such confidential information from time to time during the performance of the contract. Failure to agree will be settled pursuant to the "Disputes" clause.

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- (d) If it is established elsewhere in this contract that information to be utilized under this contract, or a portion thereof, is subject to the Privacy Act, the Contractor will follow the rules and procedures of disclosure set forth in the Privacy Act of 1974, 5 U.S.C. 552a, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.
- (e) Confidential information, as defined in (a)(1) and (2) above, that is information or data of a personal nature about an individual, proprietary information or data submitted by or pertaining to an institution or organization, shall not be disclosed without the prior written consent of the individual, institution or organization.
- (f) Written advance notice of at least 45 days will be provided to the Contracting Officer of the Contractor's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described in (b) above. If the Contracting Officer does not pose any objections in writing within the 45-day period, the Contractor may proceed with disclosure. Disagreements not resolved by the Contractor and the Contracting Officer will be settled pursuant to the "Disputes" clause.
- (g) Whenever the Contractor is uncertain with regard to the proper handling of material under the contract, or if the material in question is subject to the Privacy Act or is confidential information subject to the provisions of this clause, the Contractor should obtain a written determination from the Contracting Officer prior to any release, disclosure, dissemination, or publication.
- (h) Contracting Officer determinations will reflect the results of internal coordination with appropriate program and legal officials.
- (i) The provisions of paragraph (e) of this clause shall not apply when the information is subject to conflicting or overlapping provisions in other Federal, State or local laws.

I.3. FAR 52.252-02 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.arnet.gov/far/>

PART II - CONTRACT CLAUSES

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A. FEDERAL ACQUISITION REGULATIONS (FAR) (48 CFR CHAPTER 1) CONTRACT CLAUSES

<u>Clause No.</u>	<u>Title and Date</u>
52.203-03	Gratuities (APR 1984)
52.203-05	Covenant Against Contingent Fees (APR 1984)
52.203-06	Restrictions on Subcontractor Sales to the Government (JUL 1995)
52.203-07	Anti-Kickback Procedures (JUL 1995)
52.203-08	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JAN 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (JAN 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (JUN 1997)
52.204-04	Printed or Copied Double-Sided on Recycled Paper (AUG 2000)
52.209-06	Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JUL 1995)
52.215-02	Audit and Records - Negotiation. (JUN 1999)
52.215-08	Order of Precedence--Uniform Contract Format (OCT 1997)
52.215-10	Price Reduction for Defective Cost or Pricing Data (Oct 1997)
52.215-12	Subcontractor Cost or Pricing Data (Oct 1997)
52.215-19	Notification of Ownership Changes (OCT 1997)
52.216-07	Allowable Cost and Payment (MAR 2000) delete from paragraph (a) the words "Subpart 31.2" and substituting for them "Subpart 31.3"
52.217-08	Option to Extend Services (Nov 1999)
52.219-04	Notice of Price Evaluation preference for HUBZone Small Business Concerns (Jan 1999)
52.219-06	Notice of Total Small Business Set-Aside (Jul 1996)
52.219-08	Utilization of Small Business Concerns (JAN 1999)
52.219-09	Small Business Subcontracting Plan (Oct 2000) – Alt II (Oct 2000)
52.222-02	Payment for Overtime Premiums (JUL 1990) (a) The use of overtime is authorized under this contract if the overtime premium does not exceed [\$0] or the overtime premium is paid for work -
52.222-03	Convict Labor (AUG 1996)
52.222-21	Prohibition of Segregated Facilities (Feb 1999)

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52.222-26	Equal Opportunity (FEB 1999)
52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (APR 1998)
52.222-36	Affirmative action for Handicapped Workers (JUN 1998)
52.222-37	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999)
52.223-06	Drug-Free Workplace (JAN 1997)

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52.223-14	Toxic Chemical Release Reporting (OCT 2000)
52.225-13	Restrictions on Certain Foreign Purchases (JUL 2000)
52.227-14	Rights in Data - General (JUN 1987)
52.232-09	Limitation on Withholding of Payments (APR 1984)
52.232-18	Availability of Funds (APR 1984)
52.232-20	Limitation of Cost (APR 1984)
52.232-22	Limitation of Funds (APR 1984)
52.232-23	Assignment of Claims (JAN 1986)
52.232-25	Prompt Payment (JUN 1997)
52.233-01	Disputes (DEC 1998) -- Alternate I (DEC 1991)
52.233-03	Protest after Award (AUG 1996) -- Alternate I (JUN 1985)
52.237-03	Continuity of Services (Jan 1991)
52.242-01	Notice of Intent to Disallow Costs (APR 1984)
52.242-03	Penalties for Unallowable Costs (Oct 1995)
52.242-04	Certification of Final Indirect Costs (JAN 1997)
52.242-13	Bankruptcy (JUL 1995)
52.243-02	Changes - Cost-Reimbursement (AUG 1987) -- Alternate I (APR 1984)
52.244-02	Subcontracts (AUG 1998) – Alternate II (AUG 1998) (e) Even if the Contractor's purchasing system has been approved, the Contractor shall obtain the Contracting Officer's written consent before placing subcontracts identified below: []
52.244-05	Competition in Subcontracting (DEC 1996)
52.244-06	Subcontracts for Commercial Items and Commercial Components (Oct 1998)
52.245-05	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (Jan 1986)
52.246-25	Limitation of Liability--Services (FEB 1997)
52.249-06	Termination (Cost-Reimbursement) (Sep 1996)
52.253-01	Computer Generated Forms (JAN 1991)

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52.244-6 Subcontracts for Commercial Items and Commercial Components. (OCT 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1, Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and

(4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

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352.202-01 Definitions (APR 1984)

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352.215-12	Restriction of Disclosure and Use of Data (APR 1984)
352.228-07	Insurance - Liability to Third Persons (DEC 1991)
352.232-09	Withholding of Contract Payments (APR 1984)
352.232-75	Incremental Funding (APR 1984)
352.233-70	Litigation and Claims (APR 1984)
352.237-70	Consulting Services Reporting (APR 1984)
352.242-71	Final Decisions on Audit Findings (APR 1984)
352.249-14	Excusable Delays (APR 1984)
352.270-01	Accessibility of Meetings, Conferences, and Seminars to Persons with Disabilities (APR 1984)
352.270-06	Publication and Publicity (JUL 1991)
352.270-07	Paperwork Reduction Act (APR 1984)